

Civil Action No.

**PROOF OF SERVICE***(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))*

This summons for (*name of individual and title, if any*) Pottstown Borough  
 was received by me on (*date*) 11/02/2023

- I personally served the summons on the individual at (*place*) \_\_\_\_\_  
 on (*date*) \_\_\_\_\_ ; or
- I left the summons at the individual's residence or usual place of abode with (*name*) \_\_\_\_\_  
 , a person of suitable age and discretion who resides there,  
 on (*date*) \_\_\_\_\_ , and mailed a copy to the individual's last known address; or
- I served the summons on (*name of individual*) Virginia Takach \_\_\_\_\_, who is  
 designated by law to accept service of process on behalf of (*name of organization*) Pottstown Borough  
 on (*date*) 11/02/2023 ; or
- I returned the summons unexecuted because \_\_\_\_\_ ; or
- Other (*specify*): \_\_\_\_\_

My fees are \$ \_\_\_\_\_ for travel and \$ \_\_\_\_\_ for services, for a total of \$ 0.00 .

I declare under penalty of perjury that this information is true.

Date: 11/03/2023

*Server's signature*Lisa Whalen, Esq.*Printed name and title*

Legal Aid of Southeastern Pennsylvania  
 933 N. Charlotte Street, 2-A  
 Pottstown, PA 19464

*Server's address*

Additional information regarding attempted service, etc: